

# Use Permit – WCF Conditional Minor Modification

(Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.)

Submit Application  
via [OneStopShop](#)

[See Planning Division's Published Project Review Timelines](#)

**Administrative Completeness**  
*Follow the checklist provided*

Accepted

Returned

1<sup>st</sup> Review

Missing Information Provided

Approved

Returned for  
Corrections

Accepted

Withdraw  
Submittal

Subsequent Submittals

Approved

Returned for  
Corrections

**Notice of Decision**

Inactive cases  
are closed after 180  
days

\*\*The Planning Manager may refer any application to the Planning Commission / Design Review Board for action.\*\*

# **Use Permit – WCF Conditional Minor Modification**

## **Typical Minor Modifications to WCFs include:**

- Upgrading the capacity of an existing facility by replacing antennas at the same mounting height on a pole;
  - The addition of antennas or other apparatus that will not dramatically change the visual impact of the existing facility;
  - A slight increase (1' – 2') in individual antenna height, if it is visually insignificant at the height at which the antennas are mounted;
  - Additional equipment added within an existing equipment shelter that remains screened by the existing walls.
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- Maintenance of legal and conforming WCFs shall not require approval of a use permit (minor modification). WCF maintenance includes the realignment of antennas, replacement or repair of a part or portion of a WCF required by ordinary wear, tear, or damage, with like material, size, color, and design.
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- Useful Links on Gilbert's Planning & Development webpage:
    - [Development Fee Schedule](#)
    - [Planning Division Project Review Timelines](#)
    - [General Plan Character Area Map](#)
    - [Zoning and Land Development Code](#)
    - [Zoning Map Noting Overlay Zoning Districts](#)

## Submittal Formatting, Required Materials and Checklist:

- ☐ Submit electronic copy of ALL required items on checklist. (No 24" x 36")
- ☐ **Purge** images of unnecessary blocks and layers (single layer).
- ☐ **Save each exhibit as a separate PDF per document naming below.**

### Document Naming:

- ☐ Exhibit 1: Property Owner Authorization
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Parcel/Aerial Map
- ☐ Exhibit 4: Site Plan
- ☐ Exhibit 5: Facility Diagrams
- ☐ Exhibit 6: Town Lease Agreement(s) and Amendments (if on Town property)

## Checklist

### ☐ Exhibit 1: Property Owner Authorization

- ☐ Signed Letter of Authorization from property owner.

### ☐ Exhibit 2: Project Narrative

- ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length;
- ☐ Describe what is being proposed (added, removed or altered) and provide specifications;
- ☐ Description of the proposed use and efforts to mitigate any potential impacts to adjacent properties; and
- ☐ Information on how the proposed use conforms with the requirements, or standards prescribed by the Land Development Code and any other applicable local, State or Federal requirements.

### ☐ Exhibit 3: Parcel/Aerial Map

- ☐ Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number(s).

### ☐ Exhibit 4: Site Plan

- ☐ Vicinity Map with the site and major streets noted;
- ☐ Graphic scale, north arrow, exhibit date;
- ☐ Dimension property lines, easements, alleys, private streets, adjacent rights-of-way, existing and future improvements, access points, etc.;
- ☐ Project data table: existing zoning on site and adjacent property within 300 feet;
- ☐ Location of other existing and proposed improvements such as buildings, walls, hardscape, etc.;
- ☐ Adjacent lot lines and/or structures within 300 feet of the property line;
- ☐ Locations and architecturally integrated method of screening of existing and proposed utility equipment;
- ☐ Specific placement of the WCF (including equipment cabinet/building) on the site;
- ☐ Setbacks from adjacent property lines measured to the center of the pole and from the edges of the ground enclosure; and

- ☐ Location of existing structures, trees, and other significant site features, identified as either “existing to remain in place” or “existing to be removed”.

☐ **Exhibit 5: Facility Diagrams**

- ☐ Site Photo
- ☐ Facility elevations with dimensioned overall height and antenna mounting height;
- ☐ Diagram illustrating the existing and proposed changes to facility including specific size and height of antennas and equipment;
- ☐ Diagram illustrating the separation between the proposed WCF and any existing WCF(s) on the same support structure or site, if co-location is planned;
- ☐ Method of screening of mechanical and electrical equipment;
- ☐ Mounting details for antennas, remote radio heads and other equipment; and
- ☐ Proposed colors and materials for the WCF equipment.

☐ **Exhibit 6: Town Lease Agreement(s) and Amendments (if on Town Property)**

- ☐ Submit copy of current lease agreement and all amendments for the WCF subject site.